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AIR FORCE MATERIEL COMMAND**



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**INCIDENT INVESTIGATIONS
AND REPORTS**

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This instruction implements AFI 44-102, *Medical Care Management*, AFI 51-503, *Aerospace Accident Investigations*, AFI 51-507, *Ground Accident Investigations* and AFI 91-204, *Safety Investigations and Reports*. It provides policy and guidance for conducting incident investigations, reviews, reports and briefings within AFMC. Coordinate local supplements to this instruction with HQ AFMC/SES before publication. Send comments and suggestions about this publication for improvements on AF Form 847, *Recommendation for Change of Publication*, to the Office of Primary Responsibility (OPR). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>.

(HILLAFB) This Instruction extends the guidance of Air Force Air Force Materiel Command Instruction (AFMCI) 90-103, *Incident Investigations and Reports*. The Hill AFB Specific Post Suicide Event Table contains all information from Attachment 4 and Tables A4.1, A4.2, and A4.3 of AFMCI 90-103, *Incident Investigations and Reports*. This Table is intended to provide

guidance and procedures to assist Hill AFB Commanders, Directors, Supervisors and Reviewing Officials following a suicide. The requirement is to review events leading up to DoD civilian and Air Force active duty suicides. It applies to all government employees assigned to , Hill AFB. The Table *may* be used by Associate organizations located at Hill AFB, should they choose to use it. This table is mandatory for employees assigned to OO-ALC and optional for associate organizations. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/> . Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF IMT) 847, *Recommendation for Change of Publication*; route AF IMTs 847 from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This change incorporates AFMC policy memorandums governing fatality briefings, mishap boards and disposition of evidence. Updates procedures and guidance for conducting incident investigations, reviews, reports and briefings within AFMC.

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Chapter 1

GENERAL POLICY

1.1. Introduction. This instruction outlines the procedures to ensure accurate and timely investigations, reviews, reports and briefings to the AFMC Command staff on significant materiel losses and fatalities. Incident investigations and reviews must consistently identify all factors (human, materiel, and environmental) that directly or indirectly contributed to the incident to prevent reoccurrence. This instruction is neither comprehensive nor intended to provide detailed investigative guidance as outlined in the AFIs and AFPAMs; its purpose is to highlight areas that are essential to every investigation and those unique to AFMC. Mishaps and accidents are analyzed via investigation, suicides by review.

1.2. Applicability. All organizations within AFMC must perform the following and report to the AFMC Commander:

1.2.1. Investigate Class A mishaps and accidents.

1.2.2. Review suicides of an on/off-duty service member or on/off-duty DoD civilian.

1.3. Optional Investigations/Reviews and Special Considerations.

1.3.1. Off-duty DoD civilian mishap death investigations are not normally conducted; they are neither directed by AFI nor are they prohibited. Commanders may investigate/review these deaths in extraordinary circumstances if they warrant sufficient interest or preventative lessons learned. See [paragraph 1.3.4](#) for legal jurisdiction.

1.3.1.1. Off-duty suicide reviews and mishap death investigations of DoD civilians should focus on duty-related conditions and precursors. Limit contacts to law enforcement agencies and base level sources, e.g., coworkers, the supervisory chain, and personal associates who voluntarily share information.

1.3.1.2. Findings may be inconclusive in off-duty DoD civilian deaths as not all evidence such as medical records, access to the event site or sworn witness statements may be available. Investigators/reviewers must work closely with legal advisors to protect privacy and preclude litigation.

1.3.2. Contractor mishap deaths are not reportable within the safety reporting requirements unless the death was in conjunction with a reportable mishap loss (e.g. the contractor died while inside an AFMC-owned aircraft that was destroyed). A separate contractor fatality report is not generated. See [paragraph 1.3.4](#) for legal jurisdiction.

1.3.3. Contractor suicides are not reviewed or reported under this or its parent instructions.

1.3.4. Occupational Safety and Health Administration (OSHA) and/or local law enforcement authorities have jurisdiction in certain fatality investigations. OSHA will investigate all contractor and on-duty DoD civilian fatalities. Local law enforcement authorities also have priority over AF investigators in contractor fatality investigations and in DoD civilian fatalities when off-duty or outside of Federal property. AF investigators may work in parallel with these agencies, and petition them for data. Agreement of all parties is essential prior to the investigation as associated parties cannot be compelled to participate.

1.3.5. Notify the AFOSI of all deaths; military, DoD civilian, non-DoD civilian on Federal property and contractor. For mishap investigations, immediately notify the AFOSI if criminal activity/sabotage is suspected. See AFI 71-101, *Criminal Investigations*, for details and a listing of required AFOSI initiated investigations.

1.3.5.1. If initiated, AFOSI investigations take precedence over investigations/reviews until criminal activity, natural causes and suicide have been ruled out as possible causes of damage, injury or death.

1.3.5.2. Other investigations/reviews may work in parallel with the AFOSI during their initial fact finding and assessment of the event. To prevent improper influence, AFOSI Commanders and agents do not report to the AFMC chain of command.

1.3.6. Mishaps and events (Class B and below) not specified in [1.2.1](#) or [1.2.2](#) are convened and investigated by the AFMC Centers.

1.3.7. Most incidents addressed in this instruction are also reported through Command post channels. See AFI 10-206 for OPREP-3 reporting requirements.

1.3.8. The Union shall be permitted, at its request, to meet with safety and/or management officials when conducting an industrial mishap investigation involving a bargaining unit employee.

Chapter 2

MISHAP (SAFETY) INVESTIGATIONS

2.1. Overview. AFMC/CC is the convening authority and HQ AFMC/SE is the OPR for Class A mishap investigations governed by the 91-series of instructions and pamphlets. The sole purpose of safety investigations is to identify causal factors for preventative purposes, not to assign liability or blame.

2.2. Readiness and Training.

2.2.1. AFMC continually needs Board Presidents (BP) to lead Class A investigations; rated, non-rated and civilian personnel are needed.

2.2.2. Trained BPs may serve on either Safety Investigation Boards (SIB) or Accident Investigation Boards (AIB).

2.2.3. HQ AFMC/SE is responsible for obtaining training slots from the Air Force Safety Center and then allocating slots to the Centers to maintain a cadre of BPs.

2.2.4. AFMC Centers will forecast needed BP training based on PCS, retirement and mission area. Send candidates to training and report the status to HQ AFMC/SE on a semiannual basis IAW AFMC Sup to AFI 91-204, *Safety Investigations and Reports*.

2.2.5. To ensure readiness and alleviate repeat tasking, Centers will be grouped into rotational “buckets” responsible for providing BPs as needed. SIB members will be selected from the buckets to the maximum extent possible; however, special needs or AFMC/CC preference may dictate BP selection. See **Attachment 2**, Board President Distribution, for rank, quantity and rotational grouping requirements.

2.3. Board Presidents.

2.3.1. Aviation Board Presidents. For events involving aircrew, the BP must be a graduate of the HQ AFSC Board President Course (BPC) and be a pilot or a navigator unless mishap circumstances clearly indicate the aircrew was not a factor. For all aircraft mishaps not involving a fatality, the BP must be a Colonel or higher. For aircraft flight mishaps involving a fatality, CSAF requires the BP to be a Brigadier General select or higher rank. The BP must be appointed from outside the wing (or equivalent organization) experiencing the mishap. Exceptions: UAV Class A mishaps may utilize a Lieutenant Colonel as the BP and BPC attendance is desired, not mandatory.

2.3.2. Weapons Board Presidents. BPs will be a Colonel or above, a graduate of the BPC and from outside of the mishap wing/equivalent whenever possible.

2.3.3. Ground Board Presidents. BPs will be a Colonel or GS-15. The BP will be a graduate of the BPC, the Mishap Investigation for Non-Aviation (MINA) Course, Aircraft Mishap Investigation Course (AMIC), or the Jet Engine Mishap Investigation Course (JEMIC).

2.4. Board President Appointment. When a Class A mishap occurs for which AFMC/CC is the convening authority, HQ AFMC/SE will call Centers on tap within the rotational bucket for nominations to the SIB on behalf of the AFMC/CC.

2.4.1. Upon notification, Centers will have six duty hours, or 24 non-duty hours to submit names for each nomination. Duty hours for this purpose will be 0700-1700L, Monday through Friday. Before submitting names to HQ AFMC/SE, Centers must verify the availability of nominees with their respective Commanders.

2.4.2. HQ AFMC/SE will forward an Item of Interest (IOI) mishap message to the AFMC Command staff. This message will identify potential SIB and AIB BPs from the current rotational bucket, along with BP recommendations based on experience, currency of training and availability. AFMC/CC or CV appoints the BPs from this list or may appoint from all available candidates. HQ AFMC/SE then drafts appointment orders to the SIB and notifies the respective Center CC and SE.

2.4.2.1. HQ AFMC/SE will immediately notify HQ AFMC/JA of the mishap and identify potential BPs. When possible, the board presidents for both the SIB and the AIB shall be appointed concurrently. Per AFI 91-204, SIBs have priority and hence first selection of potential BPs.

2.4.3. Board presidents report directly to AFMC/CC during the period of their investigation, and this duty takes precedence over all others until the investigation is complete. BPs will provide weekly status reports to the AFMC/CC. HQ AFMC/SE may assist BPs with coordination to AFMC/CC.

2.4.4. The convening authority determines the size and composition of the SIB based on the type and complexity of the mishap. Generally, full boards are used for loss of life and/or aircraft – consult AFI 91-204 and the discipline specific AFMAN 91-xxx Chapter 5 for detailed guidance.

2.5. Investigative Process. Investigations begin with the formation of the Interim Safety Board (ISB) and end when all validated SIB recommendations are closed. To ensure that root causes are adequately identified and corrected, investigators must consult both AFI 91-204, *Safety Investigations and Reports*, for detailed procedures and prohibitions and AFPAM 91-211, *USAF Guide to Aviation Safety Investigations*. This pamphlet serves as a ready reference for all assigned board members to refresh their memories on specific duties, offers a generic strategy to accomplish them, and is suitable for all mishap investigations.

2.5.1. ISBs are convened by the Commander of the nearest active duty Air Force installation, and typically mirror the permanent SIB in composition. ISBs must form as soon as possible after any mishap, as evidence such as toxicology testing is fleeting. If the mishap site is controlled by an on-scene Incident Commander (IC), the ISB must coordinate for access and will receive custody of wreckage and evidence as safety permits. The IC's duties typically end when site hazards are mitigated and emergency response actions are completed – see AFI 10-2501, *Air Force Emergency Management Program Planning and Operations*, for details.

2.5.1.1. The sole functions of the ISB are preservation of evidence, identification of witnesses, conducting interviews, and the gathering of factual data. The ISB president is responsible for the transfer of this information to the SIB president after arrival at the mishap location.

2.5.2. The SIB president will assume control of all investigative responsibilities, evidence and wreckage after a positive hand-off of evidence from the ISB president. At this point the

ISB is excluded from all further deliberative processes. The SIB's sole responsibility is to investigate the mishap, and clearly identify causal factors and recommendations for briefing to the AFMC/CC and subsequent mishap report release to the Air Force at large. Board members are relieved of all other duties until released by the convening authority.

2.5.3. Once findings and causes are established, use careful deliberation to assign obtainable and effective recommendations as well as the proper office of primary responsibility (OPR) for corrective actions. The OPR is typically the lead Command that has both operational and/or fiscal control. The office of collateral responsibility (OCR) is typically the agency that will facilitate or perform the action. Example: The SIB determines that all F-16 canopies should be made of kryptonite to prevent bird strike penetration. The OPR would be ACC/A4 as the agency obligating the finances to make the change and accepting the risk not to. OO-ALC would be the OCR as the agency performing the work and providing the technical guidance. SIBs should contact the OPR/OCR prior to publishing the report to validate assignment.

2.5.4. Safety investigations take precedence over accident investigations. However, if an AIB is convened, SIBs should begin the transfer of non-privileged evidence and factual material to the AIB as soon as possible (while the investigation is still in progress). See AFI 91-204, chapter 5 for prohibitions and a list of evidence to transfer.

2.6. Timeline for Reporting. Investigations should be completed within 30 days, and briefing to AFMC/CC within 45 days of the mishap as timely release of the mishap report is essential for prevention efforts. However, accuracy and detail take priority over the timeline. HQ AFMC/SE will coordinate requests for extension through the AFMC/CC and the Air Force Safety Center. See AFI 91-204, Table 6.2., Reporting Schedule, for detailed requirements and exceptions.

2.7. Funding. The Commander of the Air Force installation hosting the SIB funds all in-house support. TDY travel orders and funding are initially the responsibility of the AFMC SIB member's parent unit. HQ AFMC/SE may fund TDY travel of SIB members if funds are available.

2.7.1. Place "ESP CODE: SI" at the end of the unit's fund site and in Defense Travel Service (DTS) lines of accounting (LOA) to identify expenditures on all safety investigation related TDY orders and funding, to include technical assistance. Units should request reimbursement from their local FM who will in turn petition HQ AFMC/FM. HQ AFMC/FM will approve reimbursement if funds are deemed available during the fiscal year budgetary process.

2.7.2. SIBs contact HQ AFMC/SE to coordinate funding for extraordinary needs such as special equipment, vehicles or laboratory analysis required for investigations.

2.8. Reporting Requirements. Class A SIB reports are comprised of a briefing to the AFMC/CC, final electronic message, and the unabridged formal report. All must clearly outline causal findings, recommendations to prevent re-occurrence, and agencies responsible for corrective action (OPR/OCR).

2.8.1. Once the investigation is complete, BPs contact HQ AFMC/SE to schedule the briefing. The purpose of the SIB brief to the convening authority is to inform the CC and gain concurrence and to validate the board's findings and conclusions. AFMC/CC may accept the findings of the SIB or direct further investigation. This briefing is not for general

release to the AFMC populace – the approved mishap messages will target the appropriate safety communities. If the mishap involved a fatality, an additional briefing by the mishap Squadron/equivalent Commander to the AFMC Council is required – see **Chapter 5**.

2.8.1.1. Use the following link for the briefing slide template, <https://afkm.wpafb.af.mil/ASPs/docman/DOCMain.asp?Tab=0&FolderID=OO-SE-MC-01-55-1&Filter=OO-SE-MC-01>, or consult the HQ AFMC/SE web page. Construct the briefing using a single-screen format of slides to allow for VTC broadcast.

2.8.1.2. BPs may, with AFMC/CC approval, present an INFORMATION ONLY briefing to the mishap Center and Wing/equivalent Commanders/Directors prior to the AFMC/CC briefing. This briefing, investigation and all findings/recommendations are owned by the AFMC/CC; any attempt to influence or censor this material or the SIB is expressly prohibited.

2.8.1.3. Attendance at the AFMC/CC briefing is typically limited to the mishap Center and Wing/ equivalent Commanders/Directors, applicable HQ 2-letters and technical experts as required and invited by HQ AFMC/SE. All others contact HQ AFMC/SE for attendance approval. If the mishap Center and Wing/equivalent Commanders/Director are unable to attend, coordinate with HQ AFMC/SE for VTC attendance only approval.

2.8.1.4. SIBs will arrive 2 days prior to the AFMC/CC briefing so that HQ AFMC/SE can review the briefing and assist with any last minute formatting. Briefings are scripted and should be concise (20-40 minutes target), but must answer the essential questions: Why did this happen?, How can we prevent it? and, Who is responsible for the corrective action?

2.8.1.5. The BP or Single Investigating Officer (SIO) will brief. SIB military members will wear service dress and civilians will wear business attire.

2.8.2. To expedite the report release and mitigate the possibility of data loss, SIBs should begin building the formal report on CD and entering the final message report information into Air Force Safety Automated System (AFSAS) as the investigation progresses.

2.8.2.1. Bring copies of both the final message and the formal report to HQ AFMC/SE 2 days prior to the briefing. The AFMC/CC will receive a read ahead copy of the proposed final message 1 day prior to the briefing.

2.8.2.2. Once AFMC/CC accepts the results of the investigation, he will authorize the release of the final message and report. Generally, HQ AFMC/SE will verbally request the release of the messages at the end of the briefing. The formal report must be released within 3 days of the briefing; HQ AFMC/SE will assist with the copying and distribution of the report CDs. Typically, board member duties end after publishing the final report.

2.9. Disposition of Evidence. The ISB/SIB will generally maintain control of evidence or wreckage, unless this evidence must be removed in the interest of safety (hazardous material) or to make way for vital civil/operational functions (removal from an active runway). Thoroughly document the evidence via photograph/video if time permits.

2.9.1. If evidence must be moved prior to the arrival of the ISB or SIB/IO, the on-scene Incident Commander (IC) will coordinate with the Installation Commander and Chief of Safety. Coordinate with the local environmental management office to ensure all Federal and

State laws are complied with for proper handling, storage, and disposal of contaminated evidence. The host Installation Commander is responsible for removing and storing wreckage.

2.9.2. To ensure that all evidence impounded by the SIB or AIB is not prematurely lost, wreckage and ancillary evidence will normally be maintained for a period of at least 30 days following the completion of all investigations (comply with additional AFI 51-series restrictions). At the end of the investigation, custody of the wreckage will be maintained by the Installation Commander; coordinate with the convening authority's SE and Staff Judge Advocate (SJA) for disposition of all evidence. However, if an AIB is convened, the SIB president or the IO will turn wreckage and other non-privileged evidence over to the AIB president. At the conclusion of the AIB, the AIB president will coordinate with the convening authority's SJA and SE for disposition of wreckage and other ancillary evidence. See AFI 51-503, AFI 51-507 and AFI 91-204 for specific guidance regarding chain of custody and final release from legal hold.

2.9.2.1. Wreckage Custody Flow: IC – ISB – SIB – AIB – Installation CC – (SJA / SE Coord) – Owner(s)

2.9.2.2. Ancillary Evidence Flow: ISB – SIB – AIB (non – privileged evidence only) – SJA / SE – Owner(s)

Chapter 3

ACCIDENT (LEGAL) INVESTIGATIONS

3.1. Overview. Accident Investigation Boards are convened under AFI 51-503 (for aerospace mishaps) and AFI 51-507 (for ground mishaps). The convening authority for Accident Investigation Boards and Ground Accident Investigation Boards is AFMC/CV. AIBs are conducted to inquire into the facts surrounding Air Force accidents, to prepare a publicly releasable report, and to gather and preserve evidence for use in litigation, claims, disciplinary actions, administrative proceedings, and for other purposes.

3.2. Accidents Requiring Investigation. Duty-related mishaps resulting in a fatality, destruction of an Air Force aircraft, or high-dollar property damage meeting Class A cost thresholds generally require convening of an AIB. AIBs are not mandatory for destroyed remotely piloted subscale aircraft and aerial targets. If only government property is damaged, then convening an AIB is discretionary. Further details can be found at AFI 51-503, Chapter 1, and AFI 51-507, Chapter 1. When an AIB is not conducted, other investigations, including Commander-directed investigations, should be considered.

3.3. Board Presidents.

3.3.1. Board Presidents for aerospace mishaps must be graduates of the HQ AFSC Board Presidents Course, generally must be either a pilot or navigator, and must not be assigned to the mishap wing/equivalent. Board Presidents for ground mishaps need not be a pilot or navigator, are not required to have attended the AFSC Board Presidents Course (although such attendance is preferable), and must not be assigned to the mishap squadron/equivalent or group. Board President requirements for weapons mishaps are dependent on the nature of the mishap – contact HQ AFMC/JA for guidance. AIB Board Presidents are usually the same rank as the corresponding Safety Investigation Board President. Further details can be found at AFI 51-503, Chapter 4, and AFI 51-507, Chapter 4.

3.3.2. HQ AFMC/SE will maintain a list of potential Board Presidents who have graduated from the HQ AFSC Board Presidents Course. When possible, the Board Presidents for both the SIB and AIB shall be appointed concurrently. HQ AFMC/JA shall obtain nominees from each Center, as appropriate, and shall coordinate this process through the Center Executive Officers. HQ AFMC/JA will then draft the convening order for AFMC/CV's signature.

3.4. Investigative Process. After completion of the Safety Investigation Board, the SIB President provides the AIB a copy of the unprivileged portion of the SIB report (usually contained in Part I), any relevant evidence, and a list of the witnesses interviewed by the SIB. The AIB will obtain and evaluate any pertinent evidence and interview any necessary witnesses in order to develop a thorough factual background of all the circumstances surrounding the mishap. A report is then prepared in accordance with the guidelines contained in AFI 51-503, Chapters 5, 6, and 8, and AFI 51-507, Chapters 5-7.

3.5. Timeline for Investigation. After the handoff from the SIB takes place, aerospace AIBs should be completed within 30 days and ground AIBs should be completed within 45 days.

3.6. Funding. IAW AFI 51-503, the AIB convening authority is responsible for funding costs associated with accident investigations. TDYs for AIB members may be initially funded by the

unit to which each member is assigned. In such cases, the unit utilizes its local fund citation and includes in that citation and in the DTS LOA "ESP Code: EM." This code identifies the expenditure as related to an accident investigation and constitutes a request for reimbursement from HQ AFMC. HQ AFMC/FM will approve reimbursement if funds are available during the fiscal year budgetary process.

3.7. Reporting Requirements. Upon completion, the AIB report is forwarded to HQ AFMC/JA. HQ AFMC/JA makes necessary notifications to AFLOA/JACT and SAF/PA. After coordination with appropriate HQ AFMC directorates, HQ AFMC/JA forwards the AIB report to AFMC/CV or AFMC/CC for review and approval. If the convening authority so requests, a formal briefing will be provided by the AIB board president. Subsequent to approval of the AIB report, HQ AFMC/JA distributes copies of the report to AFLOA/JACT, AFSC/JA, and the military units associated with the mishap.

3.8. Disposition of Evidence. Generally, the mishap wreckage is safeguarded and maintained in a legal hold status until such status is lifted by AFLOA/JACT. One exception to this rule is in the case of abbreviated aerospace AIBs. For those types of AIBs, HQ AFMC/JA may release wreckage from legal hold. Further details can be found at AFI 51-503, paragraph 10.7, and AFI 51-507, paragraph 10.4.

Chapter 4

SUICIDE REVIEWS

4.1. Overview. Suicide reviews must be conducted and lessons learned quickly distributed to the field with the greatest dissemination possible. Lessons learned in the aftermath of a suicide provide insight that may prevent future loss of life. Prevention is the primary goal. When an active duty or DoD civilian member assigned to AFMC commits suicide, HQ AFMC will direct a review of the suicide that focuses on the deceased individual in terms of discernable information about their personal wellness, specifically addressing the social, physical, emotional and spiritual dimensions of their life. A review of the deceased individual's work environment, relationship with peers and superiors and what was known about the wingman culture of the affected unit must also be considered.

4.2. Incidents Requiring Review. When Commanders/Directors experience a suicide in their unit, they will provide a preliminary report to HQ AFMC/SGPW by completing the AFMC Squadron/equivalent Commander/Director Suicide Event Worksheet (**Attachment 3**) within 5 working days, followed by a comprehensive review that will be routed to HQ AFMC/SG through their Wing/equivalent and Center Commanders/Directors. As DoD civilian suicides can present unique challenges, the post suicide event checklist (**Attachment 4**) is provided to ensure that essential areas are addressed.

4.3. Suicide Review Training. HQ AFMC/SGPW will provide initial training and continue to provide assistance throughout the process to personnel appointed to conduct suicide reviews.

4.4. Review Process. Center/equivalent Commanders/Directors will appoint a Squadron/equivalent Commander/Director to initiate a review of the suicide as soon as possible. Available information should be considered with an eye towards any systemic causes within human control that can be changed to prevent future incidents. When conducting the review, AFOSI, JA, and SG consultation must occur in order to construct an accurate picture of what was happening in the member's life, and what might have contributed to the suicide. Information should be developed from the facts available. Because of time constraints, AFOSI probably will not have a final report available, so preliminary findings will suffice for the purpose of the report. Do not speculate. If facts are not sufficient to answer a question, then document it as such. If facts emerge later that alter the initial conclusions, a follow-up report is appropriate. The Commander/Director will provide periodic updates to HQ AFMC/SGPW until the review is completed.

4.4.1. HQ AFMC/SG will notify AFOSI Region 1 to pre-coordinate the matter with the affected AFOSI field detachment. This will provide an opportunity to reemphasize agency roles/needs and identify any AFOSI investigative concerns that would impede or delay the suicide review process.

4.5. Reporting Requirements. The 4 Dimensions of Wellness Suicide Review Template can be found at <https://kx.afms.mil/afmcsgpw>. It provides guidance and structure for all reporting requirements of the investigation. The report will include an overview, the deceased's personal background, a sequence of events, areas of review (e.g., 72 hour history, 4 Dimensions of Wellness, wingman culture), post-suicide actions, findings, causes and recommendations. Reports should be concise and answer the essential questions: Why did this happen?, Where

were the opportunities, if any, to prevent it?, and Who is responsible for identified corrective actions? The completed suicide event report should be forwarded to HQ AFMC/SGPW within 45 days of the suicide event. After review and approval by HQ AFMC/SG, the effected Commander/Director will provide a fatality briefing to the AFMC Council by video teleconference within 60 days of the event – see Chapter 5.

Chapter 5

FATALITY BRIEFINGS

5.1. Overview. All mishap fatalities and suicides specified in [1.2.1](#) and [1.2.2](#) will be briefed to the AFMC Council. The Commander's goal is to get the word out beyond HQ AFMC/SG's internal review of the suicide event report and the limited audience that attended the CC's mishap out brief to take lessons learned from these unfortunate incidents. Squadron/equivalent Commanders/Directors and higher, chiefs of safety, Command Chiefs and First Sergeants across the Command should attend. The objective of this briefing is dissemination of information – identifying, understanding and preventing the mishap environment.

5.2. Procedures. Following the SIB/AIB investigation, the mishap squadron/equivalent Commander/Director will brief the details of the event at the soonest available AFMC Council meeting. If an AIB is conducted, a fatality briefing should not ordinarily be given prior to the AIB's next of kin briefing. Commanders/Directors are encouraged to brief in person, but may report via VTC with prior coordination. Military briefers will wear service dress and DoD civilians will wear business formal attire. HQ AFMC/SE is the POC for mishap fatality briefings; HQ AFMC/SG for suicide briefings.

5.3. Content. Briefings may contain safety privileged information but will be scrubbed to remove Privacy Act (e.g. SSAN) information or other sensitive government issues to prevent unauthorized release. If safety privileged information will be presented, the briefer must ask unauthorized personnel to leave and then provide a safety privilege briefing prior to sharing protected information. Authorized personnel are those listed in [5.1](#) and other Air Force officials when their duties include mishap prevention and when it is necessary to develop, take, or review preventive actions. Briefings containing safety privileged information are not releasable beyond the preparing safety and Command staffs; "read-aheads" are prohibited. Use the briefing slide template [link](#) at <https://afkm.wpafb.af.mil/ASPs/docman/DOCMain.asp?Tab=0&FolderID=OO-SE-MC-01-55-1&Filter=OO-SE-MC-01> for mishap fatalities or the link at [4.5](#) of this instruction for suicide reviews.

5.4. Distribution. Following the AFMC Council briefing, the "lessons learned" portion of the briefing will be prepared for AFMC/CV distribution to all Center Commanders/Directors for prevention efforts and briefings. This release is to the widest audience possible without the content of sensitive or privileged information. HQ AFMC/SE and SG are responsible for staffing and distributing their respective messages to the Centers. Distribution of the entire presentation or slides is not authorized.

Chapter 6

NEAR MISSES

6.1. Overview. The vast majority of events do not result in a Class A mishap or a suicide. These “near misses” represent the Class B, C, D and E mishaps and attempted suicides not investigated or reported with the same enterprise as the events previously outlined in this instruction. Analysis and communication of these events is essential to identify and correct the causal factors and environments of minor incidents before they become major ones.

6.2. Metrics Analysis. HQ AFMC/SE will query the AFSAS mishap database to assess and summarize events for Command-wide trend analysis. These summaries should provide essential information so that Airmen, supervisors and Commanders will know where to focus preventive efforts (e.g., 31% of FY08 Class C mishap injuries were due to slips, trips and falls; 15% due to snow/ice on sidewalks and parking lots). This example shows how snow removal and delayed duty reporting are valid mitigators to protect an aging, DoD civilian workforce. HQ AFMC/SG will obtain and compile attempted suicide data for climate analysis of health and wellness.

6.3. Suicide Attempts. In the event of a suicide attempt by an active duty member, a Command post notification will occur, but no worksheet is required. Instead, Mental Health Flight personnel at the base level will ensure an entry into the Department of Defense Suicide Event Record (DoDSER) is accomplished and provide a courtesy copy to HQ AFMC/SGPW. The individual’s squadron/equivalent Commander/Director will conduct an internal review to determine the nature of the event. The template for completed suicide reviews will be used for all suicide attempts; however, the Center/Wing/ equivalent Commander/Director comments slide is not required. Installation subject matter experts from Mental Health can provide guidance and consultation. HQ AFMC/SGPW is an additional resource, especially when there is uncertainty regarding the need for conducting the internal review. HQ AFMC/SGPW consultation should be sought in instances where intent and/or lethality were questionable. Upon review completion, the squadron/equivalent Commander/Director will share lessons learned with installation leadership and provide HQ AFMC/SGPW information copy of their findings. The Center/Wing/equivalent Commander/Director will determine who attends the briefing. Identifying personal information will not be shared; only pertinent details that help prevent future events.

6.3.1. Suicide attempts by on-duty DoD civilians are not entered into the DoDSER, but the individual’s squadron/equivalent Commander/Director will conduct the internal review to determine if work-related precursors or environmental factors were present. See [paragraph 1.3.1](#) of this instruction for restrictions and special considerations.

6.4. Command Review. Commanders/Directors and personnel at all levels must be informed of trends and hazards. HQ AFMC/SE and SG will analyze Center data, and at least once annually will brief the AFMC Council on relevant issues (see [Chapter 5](#) for content editing and guidance). This briefing will provide Commanders/Directors and decision makers with an essential part of the information needed to analyze the risks, and then make informed decisions regarding the health and wellness of their areas of responsibility.

Chapter 7

FORMS

7.1. Prescribed and Adopted Forms.

7.1.1. **Adopted Forms:** AF Form 847, *Recommendation for Change of Publication*

DONALD J. HOFFMAN, General, USAF
Commander

(HILLAFB)

ANDREW E. BUSCH, Maj Gen, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-206, *Operational Reporting*, 15 October 2008

AFI 10-2501, *Air Force Emergency Management Program Planning and Operations*, 24 January 2007

AFI 51-503, *Aerospace Accident Investigations*, 16 July 2004

AFI 51-507, *Ground Accident Investigations*, 15 October 2004

AFI 71-101V1, *Criminal Investigations*, 1 December 1999

AFI 91-204, *Safety Investigations and Reports*, 24 September 2008

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPAM 91-211, *USAF Guide to Aviation Safety Investigations*, 23 July 2001

AFMCI 90-103, *Incident Investigations and Reports*, 13 August 2009

Abbreviations and Acronyms (Added-HILLAFB)

AD— Active Duty

AFOSI— Air Force Office of Special Investigations

CAG— Commander's Action Group

CAR— Casualty Assistance Representative

CC— Commander

CCX— Commander's Action Group

DPL— Workforce Sustainment in Personnel

FSS/CL— Force Support Squadron/Civilian Leader

IDS— Integrated Delivery System

MXW— Maintenance Wing

NOK— Next of Kin

OPR— Office of Primary Responsibility

OPREP— Operational Reporting Process

OSI— Office of Special Investigations

RDS— Air Force Records Disposition Schedule

Terms

Accident Investigation Board (AIB)—A legal board convened for purposes other than mishap prevention. Evidence obtained during an AIB is not privileged and can be used for various purposes, including media release, claims, and disciplinary actions.

Class A Mishap*—An unplanned event resulting in loss or damage to material \geq \$1M, a manned aircraft, or death / permanent total disability of a military member or on-duty civilian.

Class B Mishap*—Loss or damage of \$200K < \$1M, a permanent partial disability, or hospitalization of three or more personnel.

Class C Mishap*—Mishap costs of \$20K < \$200K, injury resulting in permanent change of job, or loss of one + work days.

Class D Mishap*—Mishap resulting in an injury needing greater than first aid, loss of consciousness, loss of a partial work day or restricted work / transfer to another job.

Class E Mishap*—Mishap costs of \$2K < \$20K or events deemed worthy of investigation/reporting such as bird strikes (BASH), High Accident Potential (HAP) or Hazardous Air Traffic Reports (HATR). *Definitions are not all-inclusive and dollar thresholds are subject to revision. Consult AFI 91-204.

Four Dimensions of Wellness (4DW)—To attain and maintain harmony and balance in life, one must pay attention to each of the four dimensions of wellness: Spiritual, Physical, Emotional and Social. Neglecting or over-emphasizing any of the four dimensions will result in an out-of-balance condition.

Incident—Event resulting in a safety or legal board investigation, suicide review or near miss analysis.

Interim Safety Board (ISB)—A board formed immediately after the mishap to collect facts and preserve evidence until arrival of the SIB.

Near Miss—An event analyzed for prevention that did not result in a Class A mishap or suicide. Near misses include Class B, C, D, E mishap events and suicide attempts (defined as self-injurious acts that do not cause death).

Occupational Safety and Health Administration (OSHA)—Federal agency with authority to investigate mishaps, inspect and issue citations for non-compliance with Federal safety and health standards. OSHA will be notified and will investigate on-duty civilian and contractor mishaps.

Safety Investigation Board (SIB)—A mishap investigation board convened to determine cause and recommend preventative action, not assign blame.

Attachment 2

BOARD PRESIDENT DISTRIBUTION

Table A2.1. Board President Distribution.

A-Team	Rated Quotas	Non-Rated Quotas	Total
HQ AFMC	6	2	
AFRL	5	5	
WR-ALC	3	7	
AFNWC	0	2	
	14	16	30
B-Team	Rated Quotas	Non-Rated Quotas	Total
AAC	7	3	
OC-ALC	3	7	
OO-ALC	3	8	
	13	18	31
C-Team	Rated Quotas	Non-Rated Quotas	Total
ASC	7	5	
AFFTC	7	3	
AEDC	0	2	
ESC	2	3	
	16	13	29
Up to 50% in each category may be Lt Col; all others must be O-6 or above or GS-15. Rated positions are pilot/navigator. At least one O-7 or above must be available in each bucket.			

Attachment 3

AFMC COMMANDER/DIRECTOR SUICIDE EVENT WORKSHEET

Figure A3.1. AFMC Commander/Director Suicide Event Worksheet.

Complete when Air Force active duty member or DoD civilian employee commits suicide. Worksheet should be typewritten and then sent by FAX to HQ AFMC/SGPW at DSN 787-6490 within 5 working days of the suicide. The Commander/Director will secure and maintain this document for the time period they deem necessary. The local AFOSI Detachments may be contacted to secure information that can be shared. In DoD civilian occurrences, limit contacts to base level sources, i.e., coworkers, and the supervisory chain who voluntarily share information.

BASE:

SUICIDE VICTIM'S UNIT:

VICTIM'S NAME/RANK/GRADE:

VICTIM'S AGE:

RACE:

GENDER:

HOW LONG IN LOCAL AREA?

MARITAL STATUS: ____Single ____Married ____Separated ____Divorced ____Widowed

NUMBER OF CHILDREN (Age, Gender):

EVENT HISTORY:

DATE OF EVENT:

METHOD USED:

LOCATION: (Check all that apply)

____On base: ____In car ____In work area ____Other: (specify):
 ____Off base ____In car ____Own home ____Other: (specify):

DUTY STATUS: ____On-duty ____Off-Duty

KNOWN STRESSORS/PRECIPITANTS FOR EVENT:

DID INDIVIDUAL TELL ANYONE OF SUICIDE INTENT/PLAN?

____Yes

____No

(If yes, specify details):

PREVIOUS ATTEMPTS?

____Yes If yes: ____ Number of known prior attempts

____No

OTHER FACTORS/PROBLEMS FOR THE INDIVIDUAL OR FAMILY? (Check all that apply)

- ☐ Financial
☐ Legal/Administrative
☐ Marital/Intimate Relationship
☐ Parent/Child conflicts (If yes, with whom):
☐ Had argument w/significant other (if yes, with whom?):
☐ Work problems (if yes, with whom?):
☐ Substance Abuse? (if yes, type of substance?):
☐ Serious Illness? (if yes, what type?):
☐ Other Problems (Explain):

PRIOR INTERVENTIONS FROM HELPING AGENCIES:

At this base?

- ☐ Yes
☐ No

Before coming to this base?

- ☐ Yes
☐ No
☐ Unknown

IF YES TO EITHER, COMPLETE ALL ITEMS BELOW.

Put applicable letter(s) next to each service (B=Services received while at this base; P=Services received in the past; U=Unknown).

- | | |
|--|--|
| <input type="checkbox"/> Mental Health Outpatient | <input type="checkbox"/> Mental Health Inpatient |
| <input type="checkbox"/> FAP/Child Maltreatment | <input type="checkbox"/> FAP/Spouse Maltreatment |
| <input type="checkbox"/> Family Member with Special Needs? | <input type="checkbox"/> Financial Counseling |
| <input type="checkbox"/> Chaplain | <input type="checkbox"/> Airman and Family Rediness Center |
| <input type="checkbox"/> Employee Assistance Program (Civilians) | <input type="checkbox"/> ADAPT |
| <input type="checkbox"/> Air Force One Source | <input type="checkbox"/> Other (explain): |

Was individual/family actively using services at time of suicide?

- ☐ Yes
☐ No
☐ Unknown

If seen for services, was suicide a focus of the intervention?

- ☐ Yes
☐ No

If services were offered, summarize presenting problem, frequency of contact, and nature of intervention:

Printed Name/Grade of person completing form:

(Commander/Director)

(Date of form completed)

Contact information:

DSN/Comm

E-mail:

Attachment 4

POST SUICIDE EVENT CHECKLIST

A4.1. Purpose: This checklist is designed to assist Commanders and Directors when reviewing events leading up to DoD civilian suicides that occurred in their unit. IAW AFMCI 90-103 all suicides within AFMC will be reviewed and briefed at the AFMC Council. By reviewing risk factors and significant historical information commanders and directors throughout AFMC may adopt new preventive ways to prevent future suicides from occurring in their organization. Conduct interviews with individuals who voluntarily choose to participate in the process, with no coercion.

Table A4.1. DoD Civilian Suicide On-Duty.

	Call 911. Contact local law enforcement and AFOSI.
	Contact Civilian Personnel Office.
	Validate with JA/AFOSI who has jurisdiction of the scene and medical investigation. Normally , local coroners have medical incident authority in these cases but some locations may vary.
	When scene is clear contact Mental Health Flight to activate Traumatic Response Team.
	At your discretion contact Medical Facility to investigate potential contributing factors and follow-up with a report.
	Download AFMCI 90-103 and complete attachment 3, Suicide Events Work Sheet and Sample Suicide Review.
	Utilize IDS (Integrated Delivery System) resources to support grieving coworkers.
	Utilize IDS and community resources to offer support to grieving family members.
	Complete the Suicide Event Work Sheet and fax to HQ AFMC/SG DSN 787-6490.
	Complete the Suicide Review using available resources within base jurisdiction (use Preparing the Suicide Review checklist in section below) —contact base legal office for additional guidance.
	E-Mail completed Fatality Briefing to HQ AFMC/SGPW Workflow, IAW AFMCI-90-103 and proceed to Checklist for Preparing for Suicide Review (below)

Table A4.2. DoD Civilian Suicide Off-Duty.

	Contact local law enforcement, AFOSI, and 911 (Situational dependent).
	Contact Civilian Personnel Office.
	Download AFMCI 90-103 and complete attachment 3, Suicide Event Work Sheet and sample Suicide Review.
	Utilize IDS resources to support grieving coworkers.
	Utilize IDS and community resources to support grieving family members.
	At your discretion contact Medical Facility to investigate potential contributing factors and follow-up with a report.
	Complete the Suicide Event Work Sheet and fax to HQ AFMC/SG DSN 787-6490.
	Complete the Suicide Review using available resources within base jurisdiction (use Preparing the Suicide Review checklist in section below) —contact base legal office for additional guidance.
	E-Mail completed Fatality Briefing to HQ AFMC/SGPW Workflow, IAW AFMCI-90-103 and proceed to Checklist for Preparing for Suicide Review (below)

Table A4.3. Checklist for Preparing the Suicide Review.

	Interview immediate coworkers using the risk factors outlined in the suicide review briefing template as described in AFMCI 90-103, Chapter 4. Risk factors can be formatted using the 4 Dimension of Wellness Model—were there any emotional, physical, social, and/or spiritual factors that may have contributed to the suicide event?
	Interview immediate supervisor using the risk factors outlined in the suicide review briefing template as described in AFMCI 90-103, Chapter 4. Risk factors can be formatted using the 4 Dimension of Wellness Model—were there any emotional, physical, social, and/or spiritual factors that may have contributed to the suicide event?
	Interview chain of command, to include senior leadership, using the risk factors outlined in the suicide review briefing template as described in AFMCI 90-103 Chapter 4. Risk factors can be formatted using the 4 Dimension of Wellness Model—were there any emotional, physical, social, and/or spiritual factors leading up to the suicide event?
	If appropriate, consider interview immediate family using the risk factors outlined in the suicide review briefing template as described in AFMCI 90-103 Chapter 4. Risk factors can be formatted using the 4 Dimension of Wellness Model—were there any emotional, physical, social, and/or spiritual factors leading up to the suicide event?

Table A4.4. (Added) HILL AFB SPECIFIC POST SUICIDE EVENT TABLE

Purpose: This table is designed to assist Commanders, Directors, Supervisors and Reviewing Officials following a suicide to review events leading up to DoD civilian and Air Force active duty suicides. As prescribed by AFMCI 90-103 all suicides within AFMC will be reviewed and briefed at the AFMC Council. By reviewing risk factors and significant historical information Commanders and Directors throughout AFMC may adopt new preventive ways to prevent future suicides from occurring in their organization. Conduct interviews with individuals who voluntarily choose to participate in the process, with no coercion.	
A4.4.a. Active Duty Military Suicide (on and off base) - Commander/Director Guidance	
1	Contact local law enforcement, AFOSI (777-1852), and 911 (Situation dependent). OSI Duty Agent can be contacted after hours through the law enforcement desk or Command Post 777-3007.
2	Notify Command Post (777-3007) and Chain of Command. 309 MXW will contact 309 WOC 777-3238. Command Post will initiate Operational Reporting (OPREP) messages. (Command Post will notify FSS/CL and Mortuary Affairs.)
3	Consult with Mental Health Flight (777-7909) or Mental Health on-call provider for assistance with immediate response planning and activating the Traumatic Stress Response Team. Command Post can assist with contacting on-call provider after duty hours.
4	Validate with JA (777-4886) and OSI (777-1852) who has jurisdiction of the scene and medical investigation. Normally , local coroners have medical incident authority in these cases but some locations may vary.
5	Notify Casualty Assistance Representative (CAR) (801-940-7741) to notify Next of Kin (NOK) IAW AFI 36-3002 and receive briefing on managing casualty affairs. Wing Commander or office designee makes notification if NOK is in local area. CAR can assist.
6	Consult with Traumatic Stress Response Team Chief (777-7909) or on-call mental health provider to prepare announcement to unit and to co-workers. Describe death as a suicide or completed suicide. There is no "success" in a completed suicide. Make initial announcement to work site followed by e-mail to community affected.
7	Make initial announcement to work site. Have Traumatic Stress Response team present for support to distraught personnel.
8	Avoid announcing specific details of the suicide. Merely state it was a suicide. Do not mention method used. Location is announced as either on-base or off-base. Do not announce specific location.
9	Avoid memorializing / idealizing deceased or conveying the suicide is different from any other death.
10	When engaging in public discussions of the suicide, 1) express sadness at the Air Force's loss and the grief of the survivors; 2) emphasize untreated depression is the number one cause of suicide, 3) remind listeners of the unnecessary nature of suicide because there are alternatives, 4) that Air Force wants personnel to seek assistance when distressed, 5) that support services are available, 6) everyone should be a Wingman, assist personnel in distress and connect them with resources, and 7) provide brief reminder of warning signs for suicide.

11	Consider increasing senior leadership presence in the work area immediately following announcement of death. Engage informally with personnel and communicate message of support and information in previous item. Presence initially should be fairly intensive and then faded.
12	Consult with Chaplain (777-2106) regarding Memorial Services. Memorial services should avoid idealizing / eulogizing deceased – Goals: 1) Comfort the grieving, 2) Help survivors deal with their guilt, 3) Help survivors face their anger, 4) Attack stigma, 5) Prevent imitation and modeling. Consider the option of not having a memorial service so as not to give unintended adulation to the event and thereby trigger possible “copy cat” events among other unidentified, unstable individuals.
13	Avoid public memorials -- no plaques, trees, or other reminders of decedent’s suicide.
14	Utilize or refer grieving co-workers and family members to Integrated Delivery System (IDS) resources (Mental Health: 777-7909; Wingman Advocates: 777-2255; Chaplain: 777-2106; EAP: 1-800-222-0364; Military Family Life Consultant: 801-388-2501; and Military One Source: 800-342-9647).
15	Contact Medical Facility (777-7506) to review potential contributing factors.
16	ACC UNITS ONLY Contact ACC/SGPH (DSN 574-0168) for guidance on completing a suicide event report
17	AFMC UNITS ONLY Download AFMCI 90-103 and complete Attachment 3, Suicide Events Work Sheet and email “encrypted” to Wing Commander's Action Group (CAG) or front office to send to OO-ALC/DPL within 5 days of death. OO-ALC/DPL will forward to HQ AFMC/SG DSN 787-6490 within 5 days of death.
18	AFMC UNITS ONLY Center Commander / Director appoints, in writing, post-suicide review officer to complete Suicide Review within 5 working days. OO-ALC/CCX will send a sample letter to the Wing CAG/front office. The letter will be routed via electronic Staff Summary Sheet from the Wing CAG/front office to OO-ALC/CCX to obtain coord and OO-ALC/CC signature.
19	AFMC UNITS ONLY - Items 20 - 26 are for the Reviewing Official
20	Review Chapter 4 of AFMCI 90-103. Complete the Suicide Review using available resources within base jurisdiction. (Use this event guidance and the “Just-in-time Training” from AFMC/SG for details. Access to the latest version of the training will be provided by the CAG.)
21	Contact and coordinate with the local AFOSI (777-1852) to obtain permission to begin review (AFOSI has initial jurisdiction in AD deaths). AFOSI investigator POC, or local community's investigator POC. Evidence release (if applicable).
22	Contact Medical Facility (777-7506) to review contributing factors for report.
23	Contact OO-ALC/CCX at 777-4176 or OO-ALC/DPL at 777-6605 for additional guidance on creating the script and charts in preparation to brief AFMC/CC. Suspense is 45 days from date of event. Contact OO-ALC/JA 777-4886 for additional Legal guidance.

24	Please Note: Service members' medical records may be reviewed and pertinent material may be used in the Suicide Review. Federal and local laws prevent base personnel from obtaining sensitive personal information on civilian employees. Therefore post suicide review of DoD civilian employees can be limited. AFMCI 90-103 Chapter 4 provides specific information on how to accomplish a suicide review.
25	Interview <i>immediate supervisor, coworkers, chain of command</i> to include senior leadership using the risk factors outlined in the suicide review briefing template as described in AFMCI 90-103, Chapter 4. Risk factors can be formatted using the 4 Dimension of Wellness Model—were there any emotional, physical, social, and/or spiritual factors that may have contributed to the suicide event? Coordinate and/or deconflict planned interviews with OSI.
26	IAW AFMCI 90-103, do not interview family members as a component of the death review. If family members spontaneously provide information during supportive contacts or reach out to the unit wanting to discuss the death of the family member, it may be used in the suicide review, if relevant. This is a very delicate conversation. Family members should not be interrogated as in an investigation, but information provided at family member request can be used in the review. Consider the 4 Dimensions of Wellness when engaging in such conversations.
27	AFMC UNITS ONLY E-Mail completed Fatality Briefing to HQ AFMC/SGPW Workflow, IAW AFMCI-90-103 within 45 days of death.
A.4.4.b DoD Civilian Suicide (On and Off Base) Commander/Director & Supervisory Guidance	
1	Contact local law enforcement, AFOSI (777-1852), and 911 (situation dependent). OSI Duty Agent can be contacted after hours through the law enforcement desk or Command Post 777-3007.
2	Supervisor notifies Chain of Command. Commander / director contacts Command Post and ensures OPREP is sent to AFMC. 309 MXW will contact 309 WOC 777-3238. (Command Post will notify Civilian Personnel, FSS/CL and Mortuary Affairs.)
3	Unless specifically named, commander / director responsible for rest of checklist.
4	Consult with Mental Health Flight (777-7909) or Mental Health on-call provider for assistance with immediate response planning and activate the Traumatic Stress Response Team. Command Post can assist with contacting on-call provider after duty hours.
5	Notify Casualty Assistance Representative (CAR) (801-940-7741) to notify Next of Kin (NOK) IAW AFI 36-809, and receive briefing on managing casualty affairs. A field grade or civilian equivalent makes in-person notification, as required. Notification should be made with employee's supervisor or others; as directed by commander / director. CAR can assist.
6	<i>(If suicide occurs on-base, this item applies as well.)</i> Validate with JA (777-4886) and OSI (777-1852) who has jurisdiction of the scene and medical investigation. Normally , local coroners have medical incident authority in these cases but some locations may vary.
7	Consult with Mental Health Flight (777-7909 or thru Command Post) or Occupational Medicine psychologist (777-1155) to prepare announcement to unit and to co-workers. Describe death as a suicide or completed suicide. There is no "success" in a completed suicide. Make initial announcement to work site followed by e-mail to community affected.
8	Make initial announcement to work site. Have Traumatic Stress Response team (Mental Health Team Chief: 777-7909 or thru Command Post) and Wingman Advocates, if appropriate (777-2255), present for support to distraught personnel.

9	Avoid announcing specific details of the suicide. Merely state it was a suicide. Do not mention method used. Location is announced as either on-base or off-base. Do not announce specific location.
10	Avoid memorializing / idealizing decedent or conveying the suicide is different from any other death.
11	When engaging public discussions of the suicide: 1) express sadness at the Air Force's loss and the grief of the survivors; 2) emphasize untreated depression is the number one cause of suicide; 3) remind listeners of the unnecessary nature of suicide because there are alternatives; 4) that the Air Force wants personnel to seek assistance when distressed; 5) that support services are available; 6) everyone should be a Wingman, assist personnel in distress and connect them with resources; and 7) provide brief reminder of warning signs for suicide.
12	Consider increasing senior leadership presence in the work area immediately following announcement of death. Engage informally with personnel and communicate message of support and information in previous item. Presence initially should be fairly intensive and then faded.
13	Consult with Chaplain (777-2106) regarding Memorial Services. Memorial services should avoid idealizing / eulogizing deceased – Goals: 1) Comfort the grieving, 2) Help survivors deal with their guilt, 3) Help survivors face their anger, 4) Attack stigma, 5) Prevent imitation and modeling. Consider the option of not having a memorial service so as not to give unintended adulation to the event and thereby trigger possible “copy cat” events among other unidentified, unstable individuals.
14	Avoid public memorials -- no plaques, trees, or other reminders of decedent's suicide
15	Utilize or refer grieving co-workers and family members to Integrated Delivery System (IDS) resources (Mental Health: 777-7909; Wingman Advocates: 777-2255; EAP: 1-800-222-0364; Military Family Life Consultant: 801-388-2501; and Military One Source: 800-342-9647.)
16	Contact Occupational Medicine (777-1155) to review potential contributing factors.
17	Supervisor and commander / director review AFI 36-801, Civilian Survivor Assistance.
18	AFMC UNITS ONLY Download AFMCI 90-103 and complete Attachment 3, Suicide Events Work Sheet and email “encrypted” to Wing Commander's Action Group (CAG) or front office to send to OO-ALC/DPL within 5 days of death. OO-ALC/DPL will forward to HQ AFMC/SG DSN 787-6490 within 5 days of death.
19	AFMC UNITS ONLY Center Commander / Director appoints, in writing, post-suicide reviewing official to complete Suicide Review within 5 working days. OO-ALC/CCX will send a sample letter to the Wing CAG or front office. The letter will be routed via electronic Staff Summary Sheet from the Wing CAG or front office to OO-ALC/CCX to obtain coord and OO-ALC/CC signature.
20	AFMC UNITS ONLY - Items 21 - 27 are for the Reviewing Official
21	Review Chapter 4 of AFMCI 90-103. Complete the Suicide Review using available resources within base jurisdiction. (Use this table and the “Just-in-time Training” from AFMC/SG for details. Access to the latest version of training will be provided by the CAG.)
22	Contact and coordinate with the local AFOSI (777-1852) to obtain permission to begin review (AFOSI has initial jurisdiction in AD deaths). AFOSI investigator POC, or local community's investigator POC. Evidence release (if applicable).
23	Contact Occupational Medicine (777-1155) to review contributing factors for report.

24	Contact OO-ALC/CCX at 777-4176 or OO-ALC/DPL at 777-6605 for additional guidance on creating the script and charts in preparation to brief AFMC/CC. Suspense is 45 days from date of event. Contact OO-ALC/JA 777-4886 for additional Legal guidance.
25	Please Note: Service members' medical records may be reviewed and pertinent material may be used in the Suicide Review. Federal and local laws prevent base personnel from obtaining sensitive personal information on civilian employees. Therefore post suicide review of DoD civilian employees can be limited. AFMCI 90-103 Chapter 4 provides specific information on how to accomplish a suicide review.
26	Interview <i>immediate supervisor, coworkers, chain of command</i> to include senior leadership using the risk factors outlined in the suicide review briefing template as described in AFMCI 90-103, Chapter 4. Risk factors can be formatted using the 4 Dimension of Wellness Model—were there any emotional, physical, social, and/or spiritual factors that may have contributed to the suicide event? Coordinate and/or deconflict planned interviews with OSI.
27	IAW AFMCI 90-103, do not interview family members as a component of the death review. If family members spontaneously provide information during supportive contacts or reach out to the unit wanting to discuss the death of the family member, it may be used in the suicide review, if relevant. This is a very delicate conversation. Family members should not be interrogated as in an investigation, but information provided at family member request can be used in the review. Consider the 4 Dimensions of Wellness when engaging in such conversations.
28	AFMC UNITS ONLY E-Mail completed Fatality Briefing to HQ AFMC/SGPW Workflow, IAW AFMCI-90-103 within 45 days of death.